

BID OPENING: JANUARY 15, 2004.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING SPECIFICATIONS CALL DAVE WARD. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

#### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

PRODUCT: Two perforated and folded forms. All the requirements of these specifications apply equally to all jackets unless otherwise indicated.

Jacket No.	Req. No.	Title	Quantity
302-836	4-00019	DS-11 Application for Passport	9,300,000
302-837	4-00020	DS-82 Application for Passport by Mail	5,778,000
			Total 15,078,000

TRIM SIZE: 8-1/2 x 22" flat; 8-1/2 x 11" folded.

GOVERNMENT TO FURNISH: Bar Code Requirements for Shipping Container Labels for U.S. Postal Service Material Distribution Center.

A sample face and back form to be used as a match for screen value only.

Two 3-1/2" diskettes for jacket 302-836 and one 3-1/2" diskette for jacket 302-837 generated on an IBM compatible with Windows XP using Microsoft Publisher 2002 and a layout dummy.

NOTE: Contractor to follow layout dummy for creating screened areas (approximately 10% dot @ 110 line per inch screen). Jacket 302-836: Pages (panels) 1, 2, and 4 require the overprinting of a full coverage all sides bleed screen. Page (panel) 3 consists of screened and non-screened areas; contractor must follow layout dummy provided.

Jacket 302-837: Page (panel) 3 consists of screened and non-screened areas; contractor must follow layout dummy provided.

Prior to image processing, the contractor is responsible for checking files contained on the furnished disk to insure that such features as bleeds, register marks, and correct file output selection have been provided for printing. The contractor must supply necessary trapping. Output must be generated on high resolution image processors.

One reproduction proof, Form 905 with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc. carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**PROOFS:** Two sets of FAX proofs of each jacket (indicate margins and perforations). Fax proofs (one set of each jacket) directly to: Margaret Dickson: 202-663-2453 and Karen Wheeler: 603-742-2428.

Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are approved by the department.

The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Offset Book, basis weight: 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING:** Print face and back with type, rule, and flattint matter. Jacket 302-836 prints in a match of Pantone 469 brown. Jacket 302-837 prints in a match of Pantone 185 red. Contractor to match the final OK'd proofs. NOTE: DO NOT PRINT the GPO imprint.

100,500 copies of Jacket 302-836 print with two additional typelines on panel 3.

**MARGINS:** Jacket 302-836 – Face and back bleeds a 10% dot @ 110 lpi screen on all sides. Follow furnished sample.

Jacket 302-837 – Adequate gripper, no bleeds. Follow furnished visual.

**FINISHING:** Perforate (slit or slot, without ink) horizontally across the entire 8-1/2" dimension at 11" from bottom of page (panel) 3. Fold on perforation from 8-1/2 x 22" to 8-1/2 x 11" using one parallel fold, page (panel) 1 out.

**PACKING:** Pack jackets separately and identify. Shrink film wrap in units of 250 copies. Pack 1,500 copies per shipping container except for the first 1,500,000 copies of each jacket. Pallets are required and overall loaded pallet height shall not exceed 53 inches. For 1,500,000 copies of each jacket pallets must be containerized (corrugated cardboard wrapped around pallet) and topped.

**LABELING AND MARKING** (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**Bar Code Markings:** Postal Serial Number (PSN), Inner Quantity, and Outer Quantity must be bar coded on the shipping container labels for the U.S. Postal Service Material Distribution Center consignment only (shipping container label must be reproduced same size from furnished camera copy), using the Uniform Symbology Specification -- Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BC1-1995. Bar height must be 1/2". Human readable information shall consist of the Postal Serial Number (PSN # 7530-03-000-3540 for Jacket 302-836) and (PSN # 7530-01-000-9261 for Jacket 302-837), the title (DS-11 Passport Application for Jacket 302-836), and the title (DS-82 Application for Passport by Mail for Jacket 302-837), the unit of measure (Box), the inner quantity (250), the outer quantity (1,500), and the edition date (12-2003).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

**Inspection Levels** (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished electronic media.
P-9. Solid and Screen Tint Color Match	Pantone Matching System.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. destination. Ship by traceable means: Registered Mail or Signature Service if by freight. No deviations from shipping instructions will be permitted. All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

Ship 3,600,000 copies of Jacket 302-836 and 2,500,500 copies of Jacket 302-837 (includes 200 Departmental Random "Blue Label" Copies of each jacket) and all furnished materials to Stanley Associates, Inc., Attn: Karen Wheeler (603-742-0066), 1 Front Street, Suite 202, Rollinsford, NH 03869. NOTE: Call Karen Wheeler 24 hours prior to delivery. Transportation company must be able to get pallets to the back of their truck via a pallet jack. 1,500,000 copies of each jacket must be placed on containerized pallets. **Due to limited storage facilities, shipments must be made only during the periods indicated.**

Ship 5,001,000 copies of Jacket 302-836 and 2,700,000 copies of Jacket 302-837 to U.S. Postal Service, Material Distribution Center, Attn: Russ Ciummo, 500 Gary Ormsby Drive, Topeka, KS 66624-9603. Note: Bar Code Labeling required.

Ship 24,000 copies of Jacket 302-836 and 24,000 copies of Jacket 302-837 to Miami Passport Agency, Attn: Jeff Affleck, Claude Pepper Federal Building, 51 SW First Avenue, Room 331, Miami, FL 33130-1680.

Ship 24,000 copies of Jacket 302-836 and 24,000 copies of Jacket 302-837 to Seattle Passport Agency, Attn: Laurie Butler, Federal Office Building, 915 Second Avenue, Suite 992, Seattle, WA 98174-1091.

Ship 24,000 copies of Jacket 302-836 and 24,000 copies of Jacket 302-837 to San Francisco Passport Agency, Attn: Janice Whittingham, 95 Hawthorne Street, Suite 500, San Francisco, CA 94105-3901.

Ship 15,000 copies of Jacket 302-836 and 15,000 copies of Jacket 302-837 to National Passport Center, Attn: Kyle Weaver, 31 Rochester Avenue, Portsmouth, NH 03801-2900.

Ship 30,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-837 to Chicago Passport Agency, Attn: Kathryn Gilbert, Kluczynski Federal Building, 230 S. Dearborn Street, Suite 1803, Chicago, IL 60604-1564.

Ship 30,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-837 to Los Angeles Passport Agency, Attn: Antonio Quijano Federal Building, 11000 Wilshire Blvd., Suite 1000, Los Angeles, CA 90024-3602.

Ship 24,000 copies of Jacket 302-836 and 15,000 copies of Jacket 302-837 to New York Passport Agency, Attn: Linda Coakley, 376 Hudson Street, 10<sup>th</sup> Floor, New York, NY 10014-3621.

Ship 6,000 copies of Jacket 302-836 and 6,000 copies of Jacket 302-837 to Charleston Passport Center, Attn: Mike Cramer, 1269 Holland Street, Building 643, Charleston, SC 29405-2604.

Ship 15,000 copies of Jacket 302-836 and 15,000 copies of Jacket 302-837 to Honolulu Passport Agency, Attn: Carol Inamasu, 300 Ala Moana Blvd., Suite 1-330, Honolulu, HI 96850-1330.

Ship 30,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-837 to Houston Passport Agency, Attn: Penny Titus, Mickey Leland Federal Building, 1919 Smith Street, Suite 1400, Houston, TX 77002-8049.

Ship 30,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-837 to Washington Passport Agency, Attn: Charles Nugent, 1111 19<sup>th</sup> Street, NW, Room 300, Washington, DC 20524.

Ship 36,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-836 to Puerto Rico Passport Office, Attn: Carlos Torres, San Francisco Street and Corner of San Jose, San Juan, PR 00901.

Ship 9,000 copies of Jacket 302-836 and 9,000 copies of Jacket 302-837 to Connecticut Passport Agency, Attn: Angellena Meekins, 50 Washington Street, Norwalk, CT 06854.

Ship 30,000 copies of Jacket 302-836 and 30,000 copies of Jacket 302-837 to Special Issuance Agency, Attn: Tinya Swanson, 1111 19<sup>th</sup> Street, NW, Room 200, Washington, DC 20036.

Ship 15,000 copies of Jacket 302-836 and 15,000 copies of Jacket 302-837 to Boston Passport Agency, Attn: Jeff Wescott, 10 Causeway Street, Suite 247, Boston, MA 02222-1094.

Ship 24,000 copies of Jacket 302-836 and 24,000 copies of Jacket 302-837 to New Orleans Passport Agency, Attn: David Pareti, One Canal Place, 365 Canal Street, Suite 1300, New Orleans, LA 70130-6508.

Ship 30,000 copies of Jacket 302-836 and 24,000 copies of Jacket 302-837 to Philadelphia Passport Agency, Attn: Sheila Meehan, U.S. Custom House, 200 Chestnut Street, Room 103, Philadelphia, PA 19106-2970.

Ship 1,500 copies of Jacket 302-836 and 1,500 copies of Jacket 302-837 to National Passport Information Center, Attn: Kyle Leach, 100 Main Street, Suite 404, Dover, NH 03820.

Ship 201,000 copies of Jacket 302-836 and 201,000 copies of Jacket 302-837 to U.S. Department of State, Consular Supply Facility, Attn: Jerry Fludd, SA-21, 7500 Boston Blvd., Springfield, VA 22153.

Ship 100,500 copies of Jacket 302-836 (copies with the two additional typelines on panel 3) to UNICOR Federal Prison Industries, Attn: Rick Olson, 2300 County Road 29, Sandstone, MN 55072.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on January 16, 2004.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 1 workday from receipt in the Agency until approval is received by the contractor.

Ship 1,500,000 copies of each Jacket to arrive at the Rollinsford, NH destination by January 26, 2004. NOTE: These shipments have containerized pallets.

Ship 2,500,500 copies of Jacket 302-836 and 1,350,000 copies of Jacket 302-837 to arrive at the Topeka, KS destination PLUS 400,500 copies of Jacket 302-836 and 300,000 copies of Jacket 302-837 to arrive at the Rollinsford, NH destination by January 30, 2004.

Ship balance **except the following** to arrive at destinations by January 30, 2004.

Ship 2,500,500 copies of Jacket 302-836 and 1,350,000 copies of Jacket 302-837 to arrive at the Topeka, KS destination PLUS 801,000 copies of Jacket 302-836 and 300,000 copies of Jacket 302-837 to arrive at the Rollinsford, NH destination PLUS 100,500 copies of Jacket 302-836 (copies with the two additional typelines on panel 3) by February 27, 2004.

Ship 898,500 copies of Jacket 302-836 and 400,500 copies of Jacket 302-837 to arrive at the Rollinsford, NH destination by March 26, 2004.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. Award will be based on the lowest total price for the jackets listed. Prices for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

	Price	Add'l 1,000
Jacket 302-836: Per specifications .....	\$ _____	\$ _____
Jacket 302-837: Per specifications .....	\$ _____	\$ _____
Total Price .....	\$ _____	

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Authorized Representative

Fill out and return two copies of this page attached to GPO Form 910.

**SUBMIT BIDS TO:** U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.